F R E E M A N

2019 NATIONAL PHEASANT FEST
& QUAIL CLASSIC
FEBRUARY 22 - 24, 2019
Renaissance Schaumburg Convention Center
Schaumburg, IL

FREEMAN quick facts

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high blue and white backwall drape, and 3' high blue side dividers.

Booths 300 sq. ft. or less will receive a one-line identification sign. Booths larger than 300 sq. ft. may receive a one-line identification sign upon request.

EXHIBIT HALL CARPET

Exhibitors are required to carpet their booth area. Rental Carpet is available through Freeman.
Please refer to the Carpet Brochure and Order Form.
The exhibit area is NOT carpeted.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates. Place your order by THURSDAY, JANUARY 31, 2019.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to http://www.freeman.com/PreShowFAQ

Thursday	February 21	9:00 a.m. - 7:00 p.m.
Friday	February 22	8:00 a.m. - 11:00 a.m.

NOTE: Overtime rates will apply after 4:30 p.m. on Thursday, February 21, 2019.
All exhibits must be fully installed by 11:00 a.m., Friday, February 22, 2019..

EXHIBIT HOURS

Friday	February 22	12:00 p.m. - 8:00 p.m.
Saturday	February 23	9:00 a.m. - 6:00 p.m.
Sunday	February 24	9:00 a.m. - 4:00 p.m.

EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to http://www.freeman.com/PostShowFAQ

Sunday	February 24	4:00 p.m. - 9:00 p.m.

NOTE: Double Time rates will apply during the move-out on Sunday, February 24, 2019.

SERVICE CENTER HOURS

We will have staff available at show site at the Exhibitor Services Center as follows:

Thursday	February 21	9:00 a.m. - 7:00 p.m.
Friday	February 22	8:00 a.m. - 11:00 a.m.
Sunday	February 24	4:00 p.m. - 9:00 p.m.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty crates starting at **4:00 p.m., Sunday, February 24, 2019.**
- All exhibitor materials must be removed from the exhibit facility by **9:00 p.m., Sunday, February 24, 2019.**
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-out deadline, please have all carriers check-in by **7:00 p.m., Sunday, February 24, 2019.**

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and Labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

8201 West 47th Street
McCook, IL 60525
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freeman.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 Toll Free US & Canada
Fax (469) 621-5810
(817) 607-5100 Local & International

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store by THURSDAY, JANUARY 31, 2019. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during** and **after** your show. Additionally, you can now access FreemanOnline from any device — **desktop, laptop, tablet** or via our new **Freeman Online Mobile App**.

To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use Freeman Online, click on the "Create an Account" link. To access Freeman Online without using the email link, visit www.freemanco.com/store. You can also download and use the FOL Mobile App from the Apple or Android store, or here: folmobile.freemanco.com. A mobile web version of the Freeman Online Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the app.

If you need assistance with Freeman Online, please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4186 Local and International.

SHIPPING INFORMATION

Warehouse shipping address:

2019 NATIONAL PHEASANT FEST & QUAIL CLASSIC
Exhibiting Company Name
Booth # _____
c/o FREEMAN
2500 West 35th Street
Chicago, IL 60632

NOTE: Any shipment that has a single piece that weighs over 5,000 lbs. MUST have that shipment delivered direct to Show Site and NOT to Freeman's Advance Receiving Warehouse.

Freeman will accept crated, boxed or skidded materials beginning **THURSDAY, JANUARY 24, 2019** at the above address. Materials arriving after **WEDNESDAY, FEBRUARY 13, 2019** will be received at the warehouse with an additional after deadline charge.
Warehouse receiving hours are 8:00 a.m. to 3:30 p.m. Monday through Friday.

Do NOT ship advance freight to the the Renaissance Schaumburg Convention Center. The hotel has NO storage facilities and the freight will incur additional handling charges from the hotel. Freeman will accept DIRECT freight shipments at the Renaissance Schaumburg Convention Center, 1551 North Thoreau Drive, Schaumburg, IL 60173 beginning on (THURSDAY, FEBRUARY 21, 2019) for all exhibit halls.

Please Note: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

LABOR INFORMATION

Booth Installation & Dismantle: If utilizing Freeman labor, please refer to the Installation & Dismantle order form to place your order for Display Labor. Straight time and Overtime hours are also listed on the order form. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Service Desk.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (773) 473-7080.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Chicago Exhibitor Services at (773) 473-7080 or Freeman's Customer Support Center at (888) 508-5054.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates. Place your order by THURSDAY, JANUARY 31, 2019.

AVOID DELAY

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

SAFETY TIPS

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation.

EXHIBITOR ASSISTANCE

For more information and helpful hints on pre-show procedures and move-in, please go to http://www.freeman.com/PreShowFAQ

For more information and helpful hints on post-show procedures and move-out, please go to http://www.freeman.com/PostShowFAQ

Call Freeman's Exhibitor Services department at 773-473-7080 with any questions or needs you may have.